

**SPECIAL EVENT / TOURNAMENT APPLICATION**  
**WARREN COUNTY PARKS AND RECREATION DEPARTMENT**  
2055 Three Springs Road, Bowling Green, KY 42104

**INSTRUCTIONS:** Fill out all applicable sections, including required signature (pg. 2) to be considered for approval. WCPRD Fees and Rules and Regulations are attached (pgs. 3-5). Please forward application to WCPRD Business Manager via email (jeanne.burnett@ky.gov) , FAX Attn: Jeanne Burnett to 270-843-5351, or bring to WCPRD Main Office (address above). If necessary, before approval, Event Coordinator may be required to meet with WCPRD Director and/or Business Manager to discuss fee schedule, additional security, and/or terms of contract.

<b>EVENT COORDINATOR</b>	(print name)		
<b>PHONE</b>			
<b>EMAIL</b>			
<b>ORGANIZATION</b>			
<b>ADDRESS</b>			
<b>EVENT NAME</b>			
<b>EVENT TYPE</b>			
<b>NUMBER OF TEAMS</b>		<b>AGE GROUP</b>	
<b>ADDITIONAL SECURITY MAY BE REQUIRED</b>	Is your event using multiple gymnasiums? Yes / No		
	Is your event using baseball/softball complexes at multiple locations? Yes / No		
<b>DATE OF EVENT</b>			
<b>START/END TIME</b>			

**FACILITIES REQUESTED FOR EVENT**

<b>FACILITY TYPES**</b>	Chapel, Shelter, Meeting Room, Basketball (m.s. or h.s. size), Pickleball, or Volleyball Court, Softball, Baseball, Soccer, or Football Field, Disc Golf Course, Soap Box Derby Track, Open Field, Parking Lot, Walking Trail
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**BASIL GRIFFIN PARK**

	<b>Field Type**</b>	<b>Court Type**</b>	<b>Other Facility Type**</b>
<u>Specify Facility Types</u> From Choices Above**			
<u>Specify Quantity</u> of Each Facility Type			

**EPHRAM WHITE PARK**

	<b>Field Type**</b>	<b>Court Type**</b>	<b>Other Facility Type**</b>
<u>Specify Facility Types</u> From Choices Above**			
<u>Specify Quantity</u> of Each Facility Type			

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MICHAEL BUCHANON PARK			
	Field Type**	Court Type**	Other Facility Type**
Specify <u>Facility Types</u> From Choices Above**			
Specify <u>Quantity</u> of Each Facility Type			
PHIL MOORE PARK			
	Field Type**	Court Type**	Other Facility Type**
Specify Facility Types From Choices Above**			
Specify Quantity of Each Facility Type			
OTHER PARK (specify):			
	Field Type**	Court Type**	Other Facility Type**
Specify <u>Facility Types</u> From Choices Above**			
Specify <u>Quantity</u> of Each Facility Type			
Signature:	<i>Event Coordinator Signature Required</i>		
Date Signed:			
FOR OFFICE USE ONLY:			
Application	Approved / Denied		Date
Director's Signature			
Date Applicant Notified			Initials
Method of Notification	Text / Email / Phone		RecTrac Rsvn #

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**RENTAL FEE SCHEDULE**

**- COURT RENTALS: Nonrefundable, credit issued for cancellations**

Middle School Court: \$25 per hour

High School Court: \$50 per hour

Tarp Fee: \$10 per court

Shooting Machine: \$10 per half hour (\$20/hour)

**- GYMNASIUM TOURNAMENT RENTALS:**

2 Middle School Courts: \$200 per day, plus a nonrefundable deposit of \$100\*

4 Middle School Courts: \$400 per day, plus a nonrefundable deposit of \$100\*

*\*Nonrefundable Deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.*

Tournament Meeting Room: 1st room is free; \$80 per day per room for each additional room

Tournament contract must be signed within 10 days of request, and approved by the Director.

**- BALLFIELD / SPORTS FIELD RENTALS (24-Hour Notice is Required): Non-refundable, credit issued for cancellations**

Practices: Monday through Friday before 5pm – FREE

Practices: Monday through Friday after 5pm - \$10 per hour

Practices: Saturday and Sunday - \$10 per hour

**- BALLFIELD TOURNAMENT RENTALS:**

Fields are \$70 per day (\$280 for 4-field complex per day), plus a nonrefundable deposit of \$100\*

*\*Nonrefundable Deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.*

One Tournament Meeting Room at gymnasium is provided at no cost for duration of tournament.

Tournament contract must be signed within 10 days of request, and approved by the Director.

**- INDOOR BATTING CAGE RENTAL:** \$5 per 30-minute slot; \$10 per 60-minute slot per cage. Must use balls provided by WCPRD.

**- INLINE HOCKEY RINK:** \$10 per hour

**- FACILITY FOBs:** \$2 per person for one year – for walkers and free play. Required for 12-year-old and up.

**- MEETING ROOMS: (No extra time for setup/cleanup, must be included in rental time)**

\$10 per hour – Senior Center, Ephram White Gym, Michael O Buchanon Gym, and Phil Moore Park MPR

\$40 refundable security deposit for Senior Center and Old Alvaton (when used for parties requiring chairs, tables and stage usage)

**- RUN/WALK TRAIL:** \$70 per day; closed trail, event coordinators will have to handle all portable restroom and other special infrastructure needs required for the event.

**- DISC GOLF COURSE:** \$70 per day; event coordinators will have to handle all portable restroom and other special infrastructure needs required for the event.

**- CHAPEL RENTAL:** \$70 per day; \$100 refundable security deposit

**- BASIC SHELTER (OUTDOOR) RENTAL (no water or electric):** \$30 per day; Shelters 1, 2, 3, and 5

**- CORPORATE SHELTER (OUTDOOR) RENTAL (no water or electric):** \$65 per day; Shelter 4 Basil Griffin Park

**- PORTABLE BASEBALL MOUND RENTAL:** \$5 per day

**- PORTABLE SCOREBOARD RENTAL:** \$50 per week; \$800 refundable security deposit

**- PARTICIPANT USAGE FEE:** \$10 per participant in each league – All leagues

**- SPECIAL EVENT FEE:** \$70 per day, plus a \$50 nonrefundable deposit (*deposit does not apply toward Special Event and/or facilities fees*); includes all events that are outside the pay structure for the facilities listed – some examples include concerts held in open park areas, river basin events at Phil Moore Park, fishing derbies, runs, various musical and public events within County Parks property that shut down other park areas. A Special Event Contract must be signed within 10 days of approval by the Director.

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**WCPRD RULES AND REGULATIONS**

All Special Events & Tournaments must be approved by WCPRD Director. Only by the approval of the Director will any stipulations herein be waived and/or altered.

The Special Events or Tournament Coordinator will be referred to herein as the "User."

**FEES/PAYMENTS**

- All fees related to reservations of specific facilities are applicable. Some indoor facilities require a **refundable security deposit** (Senior Center, chapel, and Old Alvaton meeting room), in addition to the rental fees. Refunds of security deposits may take 2-3 weeks to be processed. If facility is found to have been damaged during the rental, security deposit is forfeited for repair costs.
- A Special Event fee of \$70 per day may be applicable based on scope of the event (plus any applicable facility fees).
- Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which period the User must sign a contract and make a **nonrefundable deposit** in the amount of \$100 for Tournaments in gyms and outdoor complexes **which applies toward facilities fees**; a nonrefundable deposit of \$50 for all other Special Events is required but **does not apply** towards any other fees. All other fees related to the event/tournament are due no later than 5 business days prior to event. If user would like to book two tournaments at the same time on same date in consecutive years, the user will only be required to pay one nonrefundable deposit for both tournaments.
- Rental prices are set at the time of reservation and cannot be adjusted for any changes in pricing that may occur after the reservation has been made or payment has been received.
- All payments must be made according to these stated rules.
- WCPRD Director has the authority to negotiate special terms or rates for any group at the time of contract signing and such details will be stipulated in the final contract.

**CANCELLATIONS**

- **Nonrefundable deposits are required to hold dates for special events and tournaments; however, they do apply toward facilities fees for tournaments only, unless the tournament is cancelled.**
- **Cancellation of a special event or tournament by the User** after the facilities fees are paid will result in a credit for the facilities fees and/or special event fee to the User's account to be used for future scheduling; however, **the nonrefundable deposit associated with that date is forfeited**. When the user reschedules, **an additional nonrefundable deposit will be required to hold the new date**. Any cancellation of events and/or facilities associated with an event/tournament must be communicated to the Business Manager at the WCPRD Main Office (270)842-5302.
- **Cancellation of an event by WCPRD** based on WCPRD Policies (weather, mechanical issues, etc.) will result in a credit of facilities fees paid and any associated nonrefundable deposit to the User's account which may be used for future scheduling. An additional nonrefundable deposit would not be charged if rescheduled during the same calendar year.
- The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation.

**ON-SITE PRE-EVENT MEETING**

For most Special Events, an on-site meeting is required to take place between the User and the Park Manager or Director.

**CONCESSIONS**

No concessions vendors are allowed on WCPRD properties. All concessions are the exclusive right of the current Concessions Vendor under contract with WCPRD.

**ALCOHOL**

No alcohol or drugs are allowed on WCPRD properties.

**HORSES**

Horses are not permitted on WCPRD properties.

**CAMPING/OVERNIGHT ACTIVITIES**

Camping overnight on WCPRD properties is prohibited under all circumstances.

**INSURANCE**

Special event insurance listing "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" must be provided to the Business Manager at the WCPRD Main Office no later than 5 business days prior to the event date.

**TRAILS**

Any required trail markings must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

**INFLATABLES AND/OR OBSTACLES**

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable

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permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for operation of inflatables or other obstacles.

**WCPRD POLICIES**

WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, & Smoking & Vaping (see website: warrencountyky.gov)

**PARKING**

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers may be required to assist with parking.

**EVENT STAFFING**

For large outdoor events, WCPRD staff will be present during the duration of the event to direct parking and attend to restrooms and trash receptacles. The User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director.

**SECURITY/LAW ENFORCEMENT**

No overnight security is provided for equipment, etc. placed on WCPRD properties and left overnight. A Parks Police Officer, however, may be present during large events. Security/Law Enforcement Fees may be assessed by WCPRD based on, but not limited to, the following criteria:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

**WATER USAGE**

For events requiring large volumes of water (such as Mud Runs, etc.), the User may be required to pay a water usage fee directly to a volunteer fire department or to W.C. Water District. Rates are dependent upon the amount of water and whether transport of water is required.

**PORTABLE TOILETS**

Based on the projected attendance, if portable toilet units are deemed necessary in addition to any restroom facilities already provided by WCPRD, the User is required to schedule and pay associated costs for an ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these portable toilet units must be coordinated with Park Manager or Director.

**CLEANUP**

After the event, the User is required to conduct all breakdown and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the Director. ***The User is required to leave the facility in the same condition as prior to event.*** All trash must be placed in trash receptacles, and a post-walkthrough of facility will be conducted noting any areas/items of damage. If damage is found, User is responsible for repair costs.

**EQUIPMENT**

No recreational equipment is provided for Special Events / Tournaments (i.e. baseballs, softballs, bats, gloves, basketballs, etc.)

**BALLFIELD MAINTENANCE**

WCPRD does not provide field drying products for ball fields for special events and/or tournaments for groups other than Leagues chartered with WCPRD. WCPRD will not guarantee that field tarps will be placed on fields for any group. WCPRD may ask user to help provide volunteers in placing down and taking up tarps, as well to help with ball field maintenance during event.

**SCHEDULE OF EVENTS**

A ***preliminary*** schedule of hours of operation for the Special Event or Tournament must be provided to the Business Manager at the WCPRD Main Office no later than 12:00pm (8) days prior to the event to ensure proper staffing can be scheduled for the event. A ***final*** schedule must also be provided no later than three (3) days prior to the event if updates are required.